



## Member Training - Titles for the forthcoming year (May 2022)

When?	Title	Work field	Medium	Relevant to:-
<b>FIRST DAYS</b>	<b>INDUCTION</b>	Welcome to the Council: A brief presentation about Gwynedd Council including reference to Ffordd Gwynedd and the Role of the Welsh Language.	Presentation (virtual or face-to-face).	
		Introduction to Gwynedd - Simple quiz	As above	
		Code of Conduct - Overview and Signing	As above	
		How the Council Works	As above	
		Support for Members	As above	
		Practical issues (salaries, Self-service, Members' Intranet etc.)	As above	
		During the day there will also be an opportunity to: <ul style="list-style-type: none"> <li>• have support for IT/choose their devices</li> <li>• sign to accept the post,</li> <li>• join a political group,</li> <li>• take a photograph,</li> <li>• ask for more information from the Democracy Team and the Learning and Development Team, how to use the translation service and committee etiquette</li> </ul>	As above	
<b>FIRST MONTH</b>	INTRODUCTION TO THE COUNCIL'S COMMITTEES	— what to expect — how to prepare	Virtual / Face to Face	New Members
	WHAT MAKES A GOOD COUNCILLOR?	E-learning module or presentation Experienced members to talk about their experiences and any problems / difficulties. Tips for communicating with Constituents, how to communicate through social media etc.	Virtual / face to face / E-learning module Recording sessions and place them on the Intranet	
	PRESENTATION BY COUNCIL HEADS OF DEPARTMENTS	Overview of Departments' responsibilities and an opportunity for Members to ask questions	Virtual / face-to-face Recording sessions and place them on the Intranet	
	PLANNING / STANDARDS / LICENSING COMMITTEES	Planning Committee - committee members	Virtual / face-to-face	Members of the Committee

		The Planning Process - A session for Members who have items arising in Committees shortly	Virtual / face-to-face	Specific members
		Introduction to Planning - A session for all Members	Virtual / face-to-face	All Members
	WORKSPACE ASSESSMENT	Assessing the workspace in the home through a questionnaire/module	Virtual	Available to all, and immediately
	DEALING WITH INFORMATION ABOUT PEOPLE : YOUR RESPONSIBILITY AS A MEMBER	Understanding the legal implications of the GDPR and the Data Protection Act 2018 Understanding the requirements of the Act Understand how to comply with the Act	Virtual / face-to-face / E-module	New Members and any Member who hasn't completed title
FIRST THREE MONTHS	CODE OF CONDUCT	A more detailed session following the presentation/summary in the Induction	Virtual / face-to-face	All Members
	CHAIRING MEETINGS (Leading and Contributing to Effective Committee)	Training for Chairs and Vice-chairs	Virtual / face-to-face	Chairs and Vice-chairs
	PERSONAL SAFETY	Lone Working	Virtual / face-to-face	All Members
	INTRODUCTION TO GWYNEDD	Understanding information and facts about the County	Video on the Members' Intranet	All Members
	SOCIAL SERVICES AND WELL-BEING ACT	Understanding the implications of the Act for Gwynedd	Virtual / face-to-face	New Members and returning Members are welcome
	THE WELL-BEING OF FUTURE GENERATIONS ACT	Understanding the requirements of the Act and understanding specific requirements of the Act from your perspective as a Councillor	Virtual / face-to-face	New Members and returning Members are welcome
	COMMITTEES	Scrutiny, Audit, Licensing Committees Training	Virtual / face-to-face	Committee Members
	1: 1 Chat New Members together	Chance for an informal chat for all new members – a chance to ask questions and to share experiences so far	Virtual / face to face	New Members
	THE COUCIL'S BUDGET	Understand the principles of finance, financial management and accounting in a local authority  Understand financial terms, budgetary / financial techniques, and officer / Member role in Gwynedd Council		

UP TO FIRST 12 MONTHS	FFORDD GWYNEDD	Dafydd Gibbard (Chief Executive) Geraint Owen and Carey Cartwright	Virtual / Face to Face	All Members
	SOCIAL MEDIA	How to make social media work for Councillors, what sort of things to share, how not to behave on social media, bullying etc.	Virtual / face to face / E-learning module	New Members and any other Member who would wish to attend
	SAFE LEADERSHIP	Understand the legal requirements of the Council in terms of Health and Safety	Virtual / face-to-face	New Members and Members who haven't done the training
	EQUALITY	Your responsibility as an Elected Member in the area of equality when making decisions	Virtual / face-to-face	New Members and Members who haven't done the training
	SAFEGUARDING CHILDREN AND ADULTS	Your responsibility as a Member	Virtual / face to face / E-learning module	New Members and Members who haven't done the training
	CORPORATE PARENTING	Your responsibility as a Member	Virtual / face to face / E-learning module	New Members and Members who haven't done the training
	THE ROLE OF WELSH IN THE COMMUNITY	Improve the understanding and awareness of the Council's responsibility to promote the Welsh language across the County and what they can do to help that in their communities	Virtual / face-to-face	New Members and Members who haven't done the training
	DEALING WITH THE PRESS	A very hands-on session that gives Members experience of doing radio and television interviews. The more they know about the demands of the Media and what lies ahead, the better they will perform when it becomes real interviews.	Face to Face	Offer to all members. Will arrange for anyone interested.
OZ	IT TRAINING	One-to-one sessions	Virtual / face-to-face	For those who need it

	WORKSPACE ASSESSMENT	Assessing the workspace in the home through a questionnaire/module	Virtual	Available to all, and immediately
	SOCIAL MEDIA	How to make social media work for Councillors, what sort of things to share and not share, how not to behave on social media, bullying etc.	Virtual / face-to-face	Available for anyone who wishes to have a one-to-one session